



Below are the step-by-step instructions to get you logged on and participating in the seminars that your teachers have prepared for you.

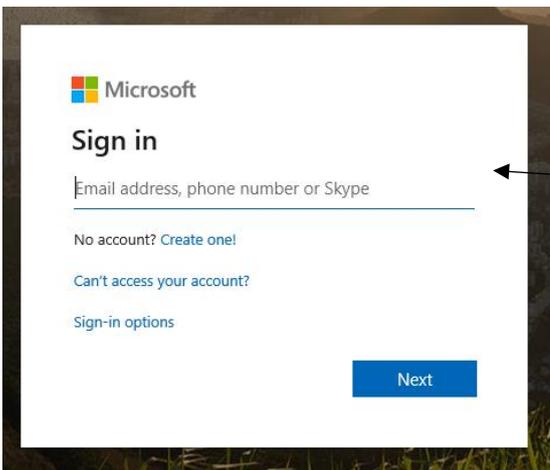
Step 1: Go to the school website (www.hazelgrovehigh.co.uk).

Step 2: Click on the 'teams' icon.



If you are accessing from a mobile device this icon will be found at the bottom of the page.

Step 3: You will have to login.



Use your school computer login followed by @hazelgrovehigh.co.uk

E.g.:

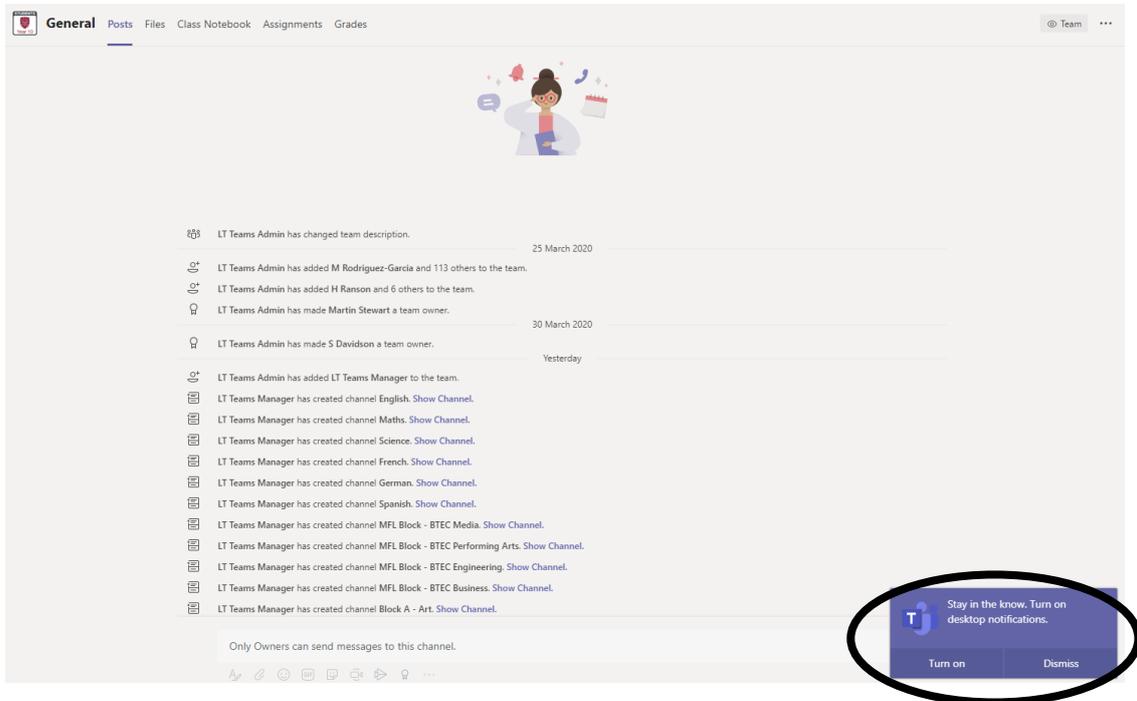
Y16.bloggsjo@hazelgrovehigh.co.uk

Click next

THEN:

Your password is your usual school login password.

Step 4: 'Turn on' desktop notifications (they'll let you know when things are happening)!



Step 5: Look at the page in-front of you. Let me show you what it all means...

You're a member of the 'HGH – Students Year **' Team. This will change depending on what year you are in.

These are your subjects (some may be hidden).
Assignments: This is where you might be asked to upload some work!

...other subjects will appear. Hover your mouse over the subject (don't click!) and you will see a 'Show' icon appear. Like this:

A screenshot showing a list of subjects for 'HGH - Students Year 10'. The subjects listed include Block A - Business (BTEC), Block A - Business (GCSE), Block A - Dance, Block A - Design Technology, Block A - Food and Nutrition, Block A - History, and Block A - Media Studies. A 'Show' icon is visible next to the 'Block A - Food and Nutrition' subject.

Click on 'Show' and then the subject won't be hidden. If you do not click 'Show' it will disappear.

The image shows a screenshot of the Microsoft Teams interface. On the left, there is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The main area shows the 'HGH - Students Year 10' team with a 'General' channel and '49 hidden channels'. On the right, there is a search bar and a list of recent activity. Arrows from the text boxes point to these various elements.

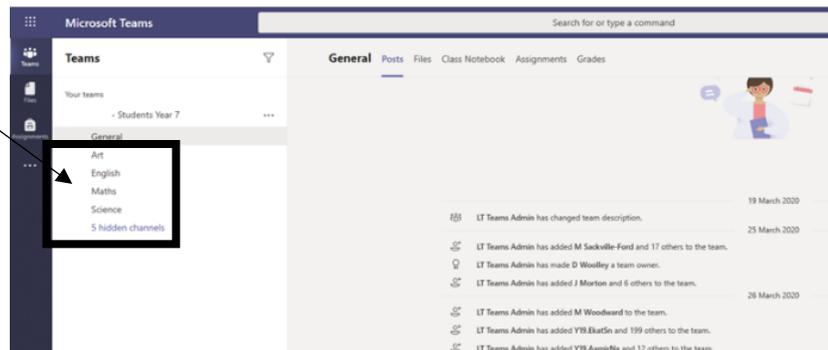
Files: This is where your teachers will save documents that you might need for the lessons.

This is where your teachers will post general information.



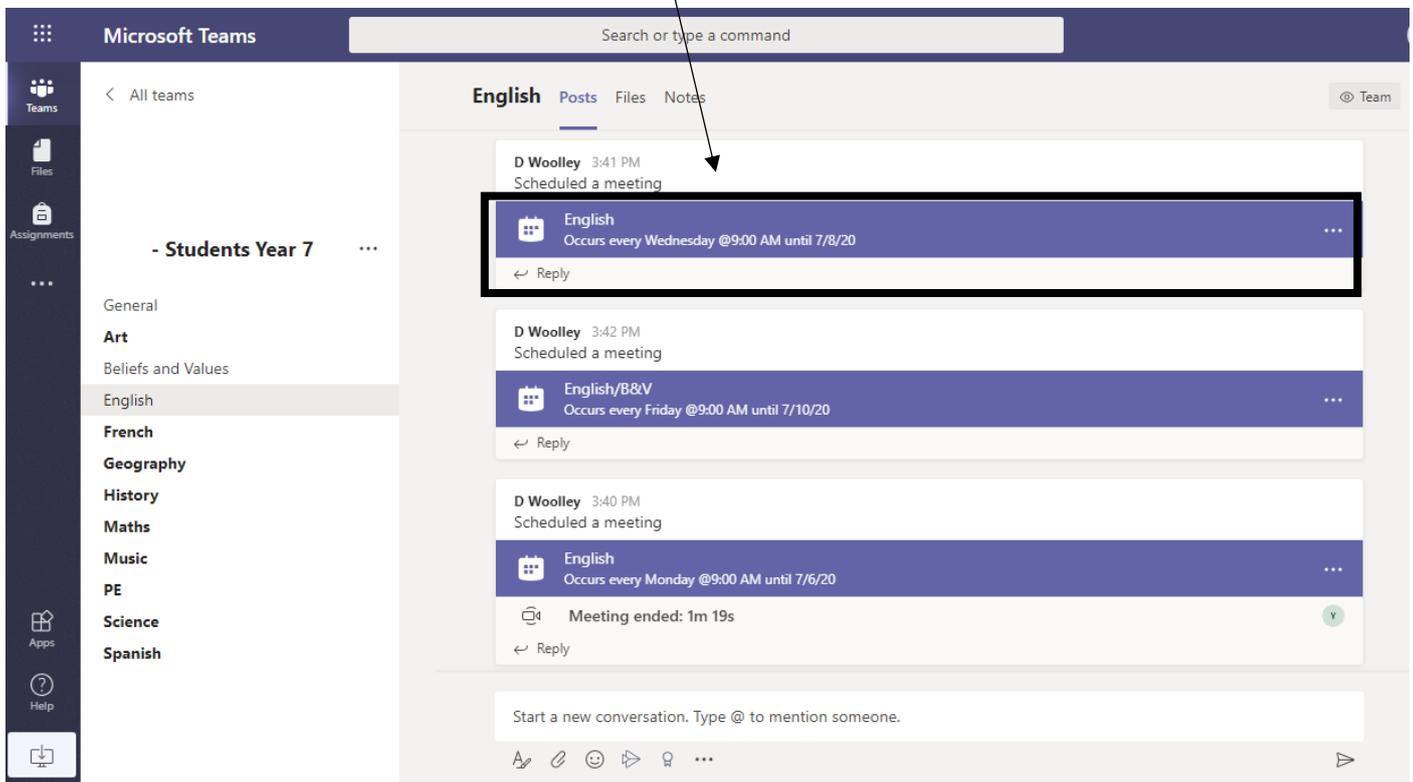
Accessing Seminars

Select the subject that is having the seminar (look at your timetable for this!).

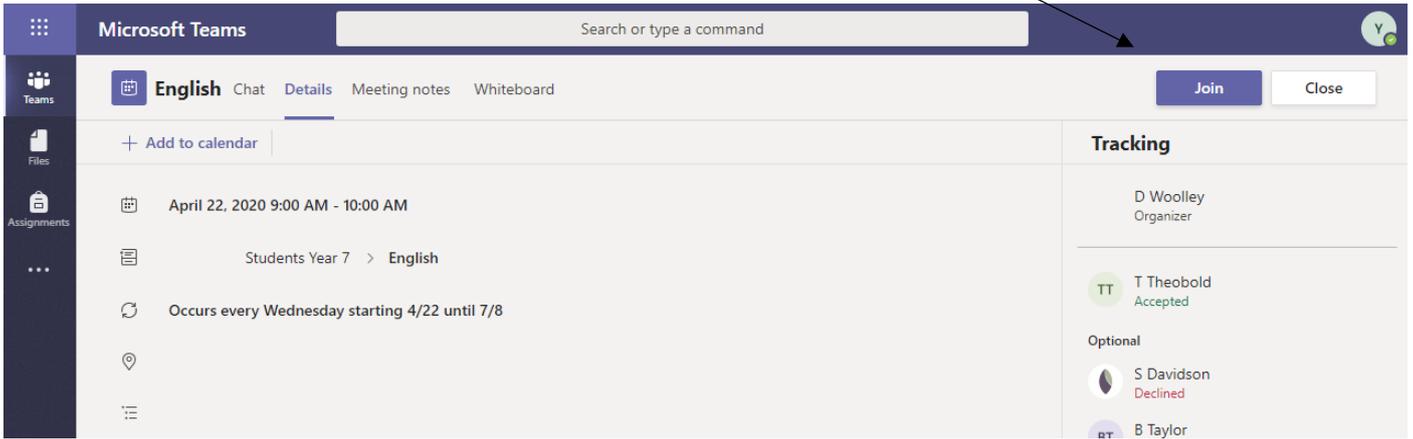


You will see that all of the seminars for that week are 'booked in'. Each one has the day underneath. This one highlighted is for Wednesday, for example.

Click on the 'meeting' that is happening now.



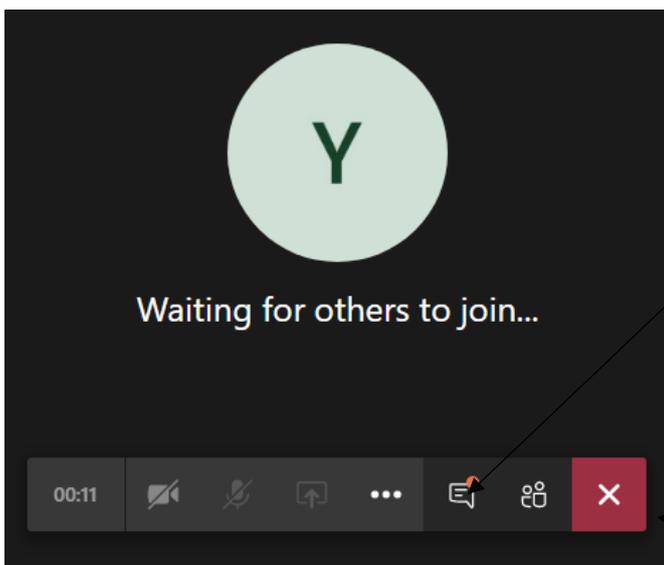
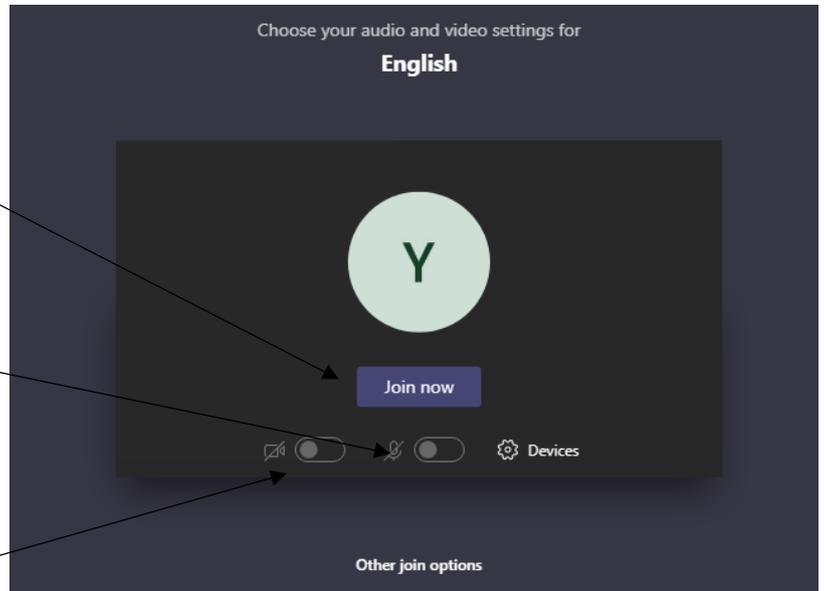
Click 'Join' in the top right corner.



Click 'Join Now'.

Make sure that your microphone is turned off

Your camera will be turned off automatically so nobody will be able to see you. However, people can see what you have typed.



Open up the chatroom so that your teacher can try and answer your questions.
Comments are not anonymous.

Hang up at the end of the seminar.